

## City of Burlington Job Description

**Position Title: Director of Aviation**

**Department: Burlington International Airport**

**Reports to: Mayor**

**Exempt/Non-Exempt: Non-Exempt                      Union: N/A**

**General Purpose:** The person in this position reports directly to the Mayor and is responsible for the overall management of the Burlington International Airport.

**Essential Job Functions:** (This section outlines the fundamental job functions that must be performed in this position. The "Qualifications/Basic Job Requirements" and the "Physical and Mental/Reasoning Requirements and Work Environment" state the underlying requirements that an employee must meet in order to perform these essential functions. In accordance with the Americans with Disabilities Act, reasonable accommodations may be made to qualified individuals with disabilities to perform the essential functions of the position.)

- Direct the activities of the department through development and communication of strategic goals and specific operating objectives.
- Negotiate leases with tenants and concessionaires, working cooperatively with legal counsel.
- Resolve landlord-tenant disputes, as necessary.
- Develop, maintain and manage approved operating and capital budget.
- Responsible for overall direction and supervision and evaluation of BIA personnel.
- Administer one or more ongoing airport projects such as terminal expansion. Coordinate efforts of architects, construction manager and contractors. During times of construction airfield requires constant surveillance.
- Direct the implementation of the airport security and emergency procedures, including but not limited to snow removal, traffic flow, and safety.
- Maintain contact with news media personnel and respond to demands for status reports during emergency situations such as power failures, snowstorms and fatal aircraft accidents.
- Develop and implement public affairs programs and conventions which provide information to citizens and enhance the airport's stature.
- Act as liaison with state and federal officials to promote funding of Burlington International Airport.
- Maintain awareness of new developments in technology and marketing relevant to Burlington International Airport.
- Mediate passenger complaints and /or customer as necessary.
- Collaborate and coordinate with other City departments as necessary.
- Partner with City agencies to enhance the Library's already strong commitment to cultural competency and diversity programming.
- Maintain positive media and public relations.

- Direct the Airport planning to meet operational needs.
- Staff, support and participate in each Airport Commission meeting.

**Non-Essential Job Functions:**

- Attend City Council meetings as necessary..
- Perform public speaking assignments for civic groups and organizations throughout the state.
- Performs other duties as required

**Qualifications/Basic Job Requirements:**

- Bachelor's degree in Business Administration, airport administration, public administration or related fields or experience equivalent to education, and a minimum of five years of progressively responsible management experience in executive departmental administration, airport operation financial theory required.
- Master's degree preferred.
- Demonstrated understanding of airport financing, economic development and FAA regulations desired.
- Knowledge of budgetary procedures and fiscal accountability required.
- Knowledge of capital improvements programs required.
- Knowledge of management principles and practices; ability to accomplish work through others.
- Demonstrated thorough knowledge of technical disciplines such as civil engineering, construction techniques and building and facilities maintenance programs.
- Knowledge of aviation, both for planning purposes and to include FAA regulations compliance.
- Ability to organize and coordinate simultaneous complex functions and subfunctions of departmental activity.
- Ability to establish and maintain effective employee and public relations.
- Ability to communicate effectively orally and in writing

**Physical & Mental/Reasoning Requirements; Work Environment:**

These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position.

- |   |  |  |
|---|--|--|
| <input checked="" type="checkbox"/> seeing                                  | <input type="checkbox"/> ability to move distances                       | <input type="checkbox"/> lifting (specify)                           |
| <input checked="" type="checkbox"/> color perception<br>(red, green, amber) | <input type="checkbox"/> within and between<br>warehouses/offices        | <input type="checkbox"/> pounds                                      |
| <input checked="" type="checkbox"/> hearing/listening                       | <input type="checkbox"/> climbing  | <input type="checkbox"/> carrying (specify)                          |
| <input checked="" type="checkbox"/> clear speech                            | <input type="checkbox"/> ability to mount and<br>dismount forklift/truck | <input type="checkbox"/> pounds                                      |
| <input checked="" type="checkbox"/> touching                                | <input type="checkbox"/> pushing/pulling                                 | <input checked="" type="checkbox"/> driving (local/over<br>the road) |
| <input checked="" type="checkbox"/> dexterity                               |  |  |
| <input checked="" type="checkbox"/> hand                                    |  |  |
| <input checked="" type="checkbox"/> finger                                  |  |  |

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> reading - basic                    | <input type="checkbox"/> math skills - basic              | <input checked="" type="checkbox"/> analysis/comprehension   |
| <input checked="" type="checkbox"/> reading ó complex       | <input checked="" type="checkbox"/> math skills - complex | <input checked="" type="checkbox"/> judgment/decision making |
| <input type="checkbox"/> writing - basic                    | <input type="checkbox"/> clerical                         |  |
| <input checked="" type="checkbox"/> writing - complex       |   |  |
| <input type="checkbox"/> shift work                         | <input type="checkbox"/> outside                          | <input type="checkbox"/> pressurized equipment               |
| <input type="checkbox"/> works alone                        | <input type="checkbox"/> extreme heat                     | <input type="checkbox"/> moving objects                      |
| <input checked="" type="checkbox"/> works with others       | <input type="checkbox"/> extreme cold                     | <input type="checkbox"/> high places                         |
| <input checked="" type="checkbox"/> verbal contact w/others | <input type="checkbox"/> noise                            | <input type="checkbox"/> fumes/odors                         |
| <input checked="" type="checkbox"/> face-to-face contact    | <input type="checkbox"/> mechanical equipment             | <input type="checkbox"/> hazardous materials                 |
| <input checked="" type="checkbox"/> inside                  | <input type="checkbox"/> electrical equipment             | <input type="checkbox"/> dirt/dust                           |

**Supervision:**

Directly Supervises: 2-6 Indirectly Supervises: 18+

**Disclaimer:**

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

**Approvals:**

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_